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PROGRAM MANAGER'S
USER GUIDE
for the
NAVAIR GENERIC
OPERATIONAL TEST PROGRAM SET
(OTPS)
REQUEST FOR PROPOSAL
(RFP)

INTRODUCTION

This “Program Manager's User's Guide for the NAVAIR Generic Operational Test Program Set (OTPS) Request for Proposal (RFP)” is provided to inform and assist Support Equipment Team Leaders (SETLs), Program Managers (PMs) and Acquisition Managers in the use and tailoring of the NAVAIR Generic OTPS RFP for OTPS acquisition.

NOTE: These documents were formerly known as the Navy Red Team Package.

The latest version of the NAVAIR Generic OTPS RFP can be obtained from Pat Weaver, PMA260D2, or Ed Holland, NAVAIR Lakehurst. The package should be tailored to meet the procurement objectives set forth by the SETL and APML. Tailoring guidance can be found in Section 5.

Users of the NAVAIR Generic OTPS RFP should seek assistance from the NAVAIR Generic OTPS RFP Integrated Product Team (IPT) representatives and discuss changes or new ideas with them. If an activity's alternate approach is more advantageous for that particular acquisition, it is likely to be beneficial for other OTPS acquisitions. Of course, it may be that the alternative approach is more advantageous for that particular acquisition only, due to specific and unusual program requirements.

The NAVAIR Generic OTPS RFP RECOMMENDATION FORM can be used to provide recommendations. If you have recommendations and/or changes, complete the form and send it to George Holland at george.holland@navy.mil or Jim Holliday at holliday@esivb.com.

This Users Guide is divided into 5 sections. Brief definitions of the sections are as follows:

Section 1. **OTPS PROCUREMENT PROCESS** provides background information, lists applicable acquisition documents, and discusses NAVAIR Instruction 13630.2D

Section 2. **OTPS ACQUISITION** lists some typical Acquisition topics, discusses OTPS Peculiar Acquisition Topics, defines responsibilities for Acquisition Manager, PCO and COR.

Section 3. **OTPS ACQUISITION REVIEWS** identifies the NAVAIR INSTRUCTION 13630.2D checklists and Milestone Reviews.

Section 4. **NAVAIR GENERIC OTPS RFP CONTENTS** identifies the documents that make up the GENERIC OTPS RFP.

Section 5. **TAILORING AND OTHER CONSIDERATIONS** identifies the documents that can be tailored and provides guidance for the tailoring.

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1. OTPS PROCUREMENT PROCESS

1.1 NAVAIR Generic OTPS RFP Background

NAVAIR's Red Team was formed in November 1989 as a service to Support Equipment Project Officers (SEPOs) (now referred to as Support Equipment Team Leaders (SETLs)), Program Managers, and Logistics Managers by AIR-552 and AIR-417, with the following goals:

- (a) Standardize Operational Test Program Set (OTPS) program requirements, deliverables, and procedures, ensuring lessons learned are considered
- (b) Eliminate solicitation requirements that don't add value
- (c) Simplify Request For Proposal (RFP) generation
- (d) Reduce cost of proposal preparation
- (e) Help ensure OTPSs are delivered on time
- (f) Provide help to field activities involved in OTPS procurement
- (g) Provide a forum for open exchange
- (h) Incorporate lessons learned

The product that resulted was known as the "Red Team Package". In order to more effectively communicate the nature of the product, this name has been changed to "NAVAIR Generic OTPS RFP".

This RFP can be used as the starting point for all OTPS procurements within the Navy for Intermediate (I) Level OTPSs. The NAVAIR Generic OTPS RFP has been scrutinized by both Navy organizations and private industry. By using the NAVAIR Generic OTPS RFP as the starting point in preparing for OTPS procurements, there should be a marked decrease in both the time and manpower required to prepare that package for release. The completed, tailored package should represent the Navy's standardized procurement approach for OTPSs, modified to meet the specific needs of a particular program.

The NAVAIR Generic OTPS RFP is dynamic, and to be effective, it must be continually improved. This is only possible through effective feedback and open exchange between both government agencies and the private sector. The NAVAIR Generic OTPS RFP IPT welcomes any questions, comments, or suggestions from anyone. The NAVAIR Generic OTPS RFP IPT Team is:

TEAM LEADER/	Ed Holland, NAVAIR Lakehurst Code 1176
ENGINEERING	Lakehurst, NJ; (732) 323-1929; fax (732) 323-4029

LOGISTICS	Ron Trolinger, AIR-6.6 Patuxent River, MD; (301) 757-6835; fax (301) 757-6902
TECHEVAL	Darrell Warner, NAVAIR Patuxent River 4.8 Patuxent River, MD; (301) 995-6444; fax (301) 995-6439
CONFIGURATION MGR	Jim Holliday, Eagle Systems Incorporated Virginia Beach, VA; (757) 498-5678; Fax (757) 498-5683

1.2 Applicable Documents

The documents listed below are the principal documents relevant to the procurement of CASS OTPS. The latest revision of these documents should be consulted.

- (a) NAVAIR INSTRUCTION 13630.2D, “Optimizing the Consolidated Automated Support System at All Levels of Maintenance From Factory to Field”

This instruction establishes policy, assign responsibilities, and provide procedures for optimizing the use of the Consolidated Automated Support System (CASS) Family and its associated Test Program Sets (TPSs) by the Naval Air Systems Command (NAVAIR) within the naval aviation maintenance process. The CASS Family includes the mainframe configurations of Hybrid, Radio Frequency, Communications/Navigation /Identification Friend or Foe (IFF), Electro-Optics, and High Power as well as the Reconfigurable Transportable CASS (RTCASS).

CASS was developed to serve as the Navy’s single Automated Test System (ATS) Family, and as the target system for all intermediate and depot level support. NAVAIR INSTRUCTION 13630.2D establishes policy, assigns responsibilities and provides procedures for optimizing the use of CASS and its associated TPSs by the Naval Air Systems Command (NAVAIR) within the naval aviation maintenance process. Responsibilities are defined for:

1. Aviation Support Equipment Program Manger (PMA-260)
2. PMs/Weapon System IPTs
3. Weapon System/Subsystem Assistant Program Managers Logistics (APMLs)

- (b) NAVAIRINST 3960.2, Test and Evaluation

The Test and Evaluation Master Plan (TEMP) defines overall structure and objectives of the test and evaluation program, integrating necessary developmental, operational, and live fire test and evaluation activities, resources, schedule, management strategy, and evaluation criteria in a framework sufficient for generating other detailed test plans, schedules, and documents. A more thorough discussion of the TEMP process can be found on Wingspan in the NAVAIR Team Process Tool Kit under AIR 1.6 Processes.

TEMPs are required for all Navy ACAT programs. The TEMP is reviewed for currency and updated, if required, at each milestone, when the acquisition program baseline is breached, or when the program changes significantly. A current approved TEMP is required for milestone decision reviews, conduct of testing, and for certification of readiness for operational test phases.

(c) NAVAIRINST 4200.36B, Acquisition Plans (APs)

Provides guidance on preparation, coordination, and approval of APs for NAVAIR and Naval Aviation PEO programs.

(d) NAVAIRINST 4200.37A, The Procurement Initiation Document (PID) Process

The Procurement Initiation Document Process delineates the PID process roles and responsibilities. It describes each player's part in the process and the thresholds and reasons for holding Procurement Planning Conferences (PPCs) and Procurement Planning Agreements (PPAs). An example of a PPA is provided as an attachment to this instruction. This instruction is available through the NAVAIR website for instructions (i.e., <http://www.nalda.navy.mil/instructions/ReportList.cfm>).

(e) NAVAIRINST 4200.39A, 22 Jul 99, "Principles and Procedures for Competitive Source Selection Process and CH-1, Mar 14, 2000

To provide a common set of principles and procedures for competitive negotiated acquisitions of supplies and services conducted by the Naval Aviation Systems Team (TEAM) (i.e., Naval Air Systems Command (NAVAIR), its Naval Air Warfare Centers (NAWCs), its field activities, and the Naval Aviation Program Executive Offices (PEOs)).

2. OTPS ACQUISITION

An OTPS procurement typically takes a total of 18-24 months from requirements definition to contract award/funds obligation. The creation and processing of the RFP can increase this overall time. The use of the NAVAIR Generic OTPS RFP can help keep this time to a minimum. It will also create a consistent requirement to industry and a product of consistent performance for the user.

2.1 Typical Acquisition Topics

The following are typical acquisition topics that are normally addressed. They are not necessarily in sequential order. Those that have an asterisk (*) are addressed in the NAVAIR Generic OTPS RFP. The documents cited in paragraph 1.2 above are guidance documents for the acquisition process and the details are not provided here.

Acquisition Strategy
PR/Contracting Processing Times
Acquisition Plan
Source Selection Plan

Synopsis Requirement
Contract Type
Justification and Authorization
Type of Funds
Schedule
Security Classification
Small Business Application
Budget/Funds Availability

Typical Clauses

- * Special Contract Requirements
- * Data Rights
- * Value Engineering
- * Government Furnished Equipment/Government Furnished Material
- * Warranties
- * Options
- * Evaluation Approach/Criteria
- * Statement of Work (SOW)
- * Specifications
- * Integrated Logistics and Spares Acquisition Integrated in Production
- * Reliability and Maintainability
- * Safety
- * Quality/Assurance
- * Electromagnetic Environmental Operability
- * Technical Evaluation (TECHEVAL)
- * Production
- * Potential/ Historical Problems
- * Streamlining

2.2 OTPS Acquisition Manager (Team Leader) Responsibilities

(Note: Organizations may identify this person differently, i.e. Program Manager, IPT Leader, etc.)

- (a) Become familiar with the Applicable Documents in Section 1.2 and utilize the information accordingly.
- (b) Ensure that two sets of Ready For Issue (RFI) Units Under Test (UUTs) are available for delivery to the OTPS developer in accordance with program schedule requirements.
- (c) Ensure that adequate source data on UUTs is available and determine its quality. Contact the cognizant Fleet Support Team (FST) to determine the adequacy of the source data. If the UUT source data is inadequate for a competitive procurement, a sole source or organic procurement may be required.

- (d) Complete the System Synthesis Model (SSM) data sheets for UUTs to determine CASS station configuration and quantity requirements.
- (e) Prepare an Independent Government Estimate (IGE.)
- (f) Ensure that an Acquisition Plan (AP) has been prepared and approved.
- (g) If procurement is to be by any other method than full and open competition, a Justification and Approval (J&A) must be prepared and approved by the appropriate authority.
- (h) If integration is to be performed at the contractor's facility, ensure that funding is available for CASS installations, maintenance and repairs.
- (i) TECHEVAL is required and the duration can vary depending on the program. Contact Darrell Warner at the Naval Air Warfare Center-Aircraft Division, (301) 995-6444, concerning scheduling TECHEVAL requirements. Verify that TECHEVAL is funded for your program. If TECHEVAL is not funded, funds will have to be provided. Contact your PMA Office.
- (j) Navy competitive OTPS procurements require that a Source Selection Plan (SSP) be prepared for approval by the Procurement Contracting Officer (PCO). The SSP shall be prepared in accordance with NAVAIRINST 4200.39A.
- (k) Ensure you have an understanding of the System Problem Reports (SPRs) using processMax System Problem Report (SPR) Change Request form. For access to the SPR Change Request Form, contact Bonnie Adams (processMax SPR Change Request Manager) at (732) 323-7759. Mailing address is NAVAIR Lakehurst, Hwy 547, Code 483300B551-1, Lakehurst, NJ 08733 or bonnie.adams@navy.mil.
- (l) Coordinate the preparation of the OTPS procurement package with the designated PCO.
- (m) Prior to the release of the RFP, present a CASS TPS acquisition status briefing to PMA-260D that addresses the items in the TPS Assessment Team Procurement checklist. See Enclosure 5 of NAVAIRINST 13630.2D.
- (n) Prior to completion of reviewing the contractors proposal, if a CASS ancillary is required based upon the offerors proposed technical and economic justification, coordinate with PMA-260D37 (Rick Danz) for availability (schedule, location, and quantity) of the required CASS ancillary needed for development and fielding of the TPSs.
- (o) Support the PCO during the OTPS procurement process by serving as the technical evaluation team leader, submit and coordinate the technical section of the bidders proposal submittals to the technical review team for evaluation, coordinate the technical evaluations with the PCO, and participate in PCO debriefings.

- (p) Forward the Performance Based Logistics (PBL) plan provided as part of the contractor's proposal to the Weapons System APML and NAVICP. If the Weapons System APML and NAVICP determine that PBL support is required, they will take action to place a PBL support contract. It is not part of this OTPS contract.

2.3 Contracts

2.3.1 Procuring Contracting Officer (PCO). The PCO is the Government official authorized by warrant to enter into contracts for the Government. The PCO is the “**ONLY**” official who can make changes to a contract once it is issued.

Some of the typical efforts the PCO are:

- (a) Participate in the OTPS acquisition planning.
- (b) Coordinate the preparation of the OTPS Procurement (RFP) announcement in FedBizOps with the Acquisition Manager.
- (c) Forward copies of the RFP to potential bidders.
- (d) Serve as advisor to the evaluation teams.
- (e) Coordinate the selection of the winning bid.
- (f) Coordinate debriefings with bidders and evaluation team representatives.
- (g) Appoint the Contracting Officer's Representative (COR) for the program.
- (h) Execute the contract for the Government and, if required, assign administration of the contract to a Contracting Administration Office (CAO).

2.3.2 Contracting Officer's Representative (COR). The COR is appointed by the PCO and performs the duties addressed in NAVAIRINST 4200.20b. The COR may be assisted in some of the listed tasks by Assistant Program Manager for Systems Engineering (APMSE), Logistics Manager (LM), FST, NATEC, etc., but the COR maintains total responsibility for the tasks. To be qualified as a COR, the individual must have successfully completed COR training. Some of the tasks are highlighted below.

- (a) Become familiar with the Applicable Documents in Section 1.2 and utilize the information accordingly.
- (b) Assist the Acquisition Manager in the preparation of the OTPS procurement package.
- (c) Participate in PCO debriefings.
- (d) Perform contract surveillance, which includes tasks such as monitoring and evaluating the

contractor's management and engineering performance related to the design, development, production and testing of the OTPS; assessing compliance with contract cost, schedule and technical performance requirements, and performing inspection and acceptance tasks as outlined in the contract.

- (e) Perform engineering tasks such as coordinating OTPS technical requirements with the SETL/PM, reviewing OTPS design data for compliance with contract requirements, attending design technical reviews (Quarterly, PDR, CDR, TRR, etc.), reviewing and providing comments and/or approving technical (other than logistics) CDRL data items, and participating in acceptance testing as identified in Attachment 3 “General Acceptance Test Procedure”.
- (f) Assist in coordinating OTPS logistics requirements with the SETL/PM, serve as the logistics team leader, attend reviews (Logistics, Quarterly, PDR, CDR, etc.), and review and provide comments and/or approve Logistics CDRL data items.

3. OTPS ACQUISITION REVIEWS

3.1 Checklists

Enclosures 5 and 6 of NAVAIR INSTRUCTION 13630.2D identify two checklists to be reviewed to ensure compliance with NAVAIR CASS strategies. They are:

1. Test Program Set (TPS) Assessment Team Procurement Checklist
2. Test Program Set (TPS) Assessment Team Fielding Checklist

These checklists shall be presented to PMA-260 to insure compliance with CASS strategies.

3.2 Milestone Reviews

- 3.2.1 Milestone C Figure 1 depicts the Defense Acquisition Management Framework as defined in DOD 5000.2 and provides guidance for Milestones A, B, and C.

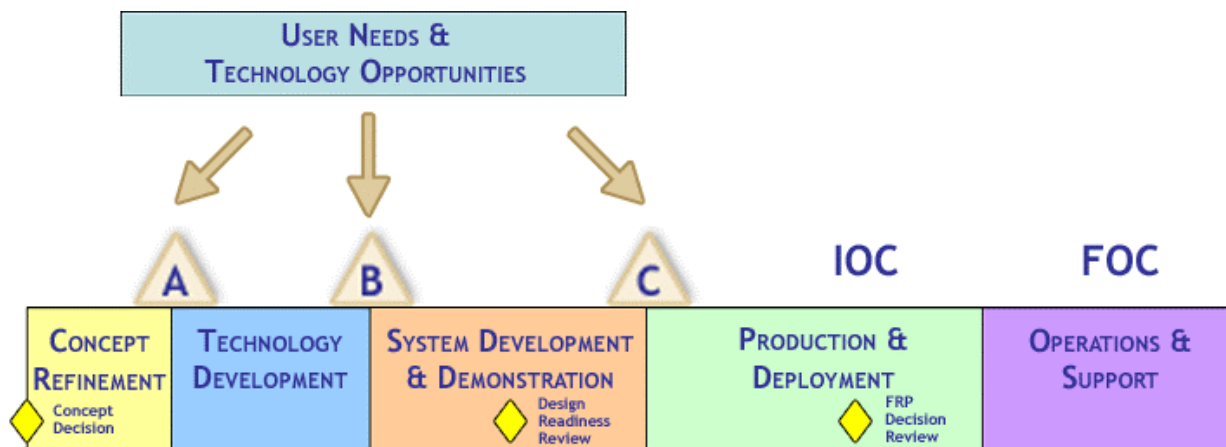


Figure 1

Milestone C authorizes entry into Low Rate Initial Production (LRIP). Entrance into this phase for an OTPS acquisition depends on the following criteria: acceptable performance in development, test and evaluation and operational assessment;; no significant manufacturing risks; and acceptable operational supportability. If Milestone C approves LRIP, a subsequent review and decision shall authorize full-rate production.

A sample of an OTPS Milestone C presentation is found in DOD 5000.2, Enclosure (2). A sample of an Initial Operating Capability presentation is found in DOD 5000.2, Enclosure (3).

4. NAVAIR GENERIC OTPS RFP CONTENTS

The NAVAIR Generic OTPS RFP contains several sample sections, exhibits, attachments, enclosures and appendices. The contents of the NAVAIR Generic OTPS RFP are listed and described below. Sections marked by an asterisk (*) are not provided by PMA-260 as part of the NAVAIR Generic OTPS RFP.

4.1. Contract Schedule - Sections A-M

The NAVAIR Generic OTPS RFP contract schedule follows the guidelines set by Naval Air Systems Command Procurement Initiation Document Guide (AIR-1.5), November 1994 Edition.

- (a) Section A, Solicitation, Offer, and Award - Standard Form 33, prepared by the contracting officer, not provided by PMA-260. (* Provided by the PCO.)
- (b) Section B, Supplies or Services and Prices - Include a brief description of the OTPS and quantities.
- (c) Section C, Description/Specifications/Work Statement - Includes any descriptions or specifications needed in addition to section B.

- (d) Section D, Packaging and Marking - Provides packaging, packing, preservation, and marking requirements, if any.
- (e) Section E, Inspection and Acceptance - Includes inspection, acceptance, quality assurance, and reliability requirements.
- (f) Section F, Deliveries or Performance - Specify the requirements for time, place, and method of delivery or performance by the contractor.
- (g) Section G, Contract Administration Data - Include any required accounting and appropriation data and any required contract administration information or instructions other than those on the solicitation form.
- (h) Section H, Special Contract Requirements - Include clear statements of any special contract requirements that are not included in section I, Contract 2 Clauses, or in other sections of the uniform contract format. Check with the PCO for parts provisioning.
- (i) Section I, Contract Clauses - The Contracting Officer shall include in this section the clauses required by law or regulation and any additional clauses expected to be included in any resulting contract.
- (j) Section J, List of Documents, Exhibits, and Other Attachments - A list by title, date, and number of pages for each attached document.
- (k) Section K, Representations, Certifications, and Other Statements of Bidders - Included in this section are those solicitation provisions that require representations, certifications, or submission of other information by offerors or bidders.
- (l) Section L, Instructions, Conditions, and Notices to Offerors or Quoters - Insert in this section solicitation provisions and other information and instructions, not required elsewhere, to guide offerors. Invitations shall include the time and place for proposal submissions and shall advise offerors that proposals will be evaluated without discussion. It contains format and content requirements to guide offerors in preparing proposals.
- (m) Section M, Evaluation Factors for Award - Identify price-related factors other than the bid price that will be considered in evaluating bids and awarding the contract. Include any significant sub-factors that will be considered in awarding the contract and state the relative importance the Government places on those evaluation factors and sub-factors (follows closely with the format and content requirements in section L).

4.2 Exhibits/Contract Data Requirements (CDRLS)

Data required to be delivered in the performance of a contract must be defined, with its delivery scheduled, by using CDRLs. The CDRL identifies the appropriate Data Item Description (DID),

which describes the data requirements and establishes the preparation instructions in terms of format and arrangement. The NAVAIR Generic OTPS RFP contains the following Exhibits:

<u>Exhibit No.</u>	<u>CLIN No.</u>	<u>Category</u>
A -	(Item 0002)	- Category E (Engineering)
B -	(Item 0004)	- Category E (Engineering)
C -	(Item 0005)	- Category E (Engineering)
D -	(Item 0006)	- Category E (Engineering)
E -	(Item 0007)	- Category L (Logistics)
F -	(Item 0008)	- Category M (Tech Manuals)
AA -	(Item 0102)	- Category E (Engineering)
AB -	(Item 0104)	- Category E (Engineering)
AC -	(Item 0105AB)	- Category E (Engineering)

4.3 Attachments

- (a) Attachment 1, Statement of Work (SOW) - The role of the SOW is to define the overall program contractor work efforts, either directly or by citing other attachments. The SOW should not contain any qualitative or quantitative design or performance requirements (reserved for the specification), nor should it require delivery of or define the requirements for content or format of any data (reserved for the CDRL). To include descriptions of data items in the SOW could be redundant (assuming the information is contained elsewhere in the contract) and at worst leave the Government with unenforceable requirements (assuming the information is not contained elsewhere in the contract). MIL-HDBK-245B provides added guidance in preparation of SOWs.

The SOW for the NAVAIR Generic OTPS RFP contains Enclosures 1-4

Enclosure 1 – Integration Logbook Fault Insertion Record
 Enclosure 2 – Sample Maintenance Plan
 Enclosure 3 – SOW/CDRL/DID Cross Reference
 Enclosure 4 – CASS Certification Of Completion

- (b) In Attachment 1, Appendix A, list each UUT for which a TPS is to be developed. Each UUT is to be listed by:

1. Reference Designation
2. Part Number
3. WUC
4. Quantity
5. Nomenclature
6. GFE Y/N (Is UUT supplied as GFE?)
7. WRA/SRA (Is the UUT an SRA or a WRA?)
8. Tested As (is the UUT listed to be tested as a WRA or an SRA. Some WRAs may require testing as an SRA and vice versa.)

- 9. MTBF, if available.
- 10. Required Faults for Integration
- (c) Attachment 2, Performance Specification Addendum - This supplement contains the requirements relating only to the Navy's CASS TPS requirements and supplements MIL-PRF-30270.
- (d) Attachment 3, General Acceptance Test Procedure (GATP) - The GATP defines the criteria and general procedures for acceptance of Pilot Production and Production OTPSs.
- (e) Attachment 4, Technical Data Package Contract Requirements (TDPCR) - The TDPCR identifies criteria and requirements for technical data. This attachment includes DD Form 2554-1 Product Drawings and Associated Lists, TDP Option Selection Worksheet and DD Form 2554 Tailoring Selection Sheet.
- (f) Attachment 5, Technical Manual Contract Requirements (TMCR) - A "real" TMCR must be obtained from Naval Air Technical Data and Engineering Service Command (NATEC). The NATEC POC for the TMCR is Bill Sausman, Code 224B, (215) 697-5344.
- (g) Attachment 6, Provisioning Statement of Work (PSOW) - A "real" PSOW must be obtained from Naval Inventory Control Point (NAVICP). POC is Nancy Salkowski, Code 03621, (215) 697-2782.
- (h) Attachment 7, DD 1423 CDRL Addressee Code List
- (i) Attachment 8, Technical Document Distribution Statements
- (j) Attachment 9, DD Form 254 Contract Security Classification Specification - If required, obtain DD Form 254 from the PCO and prepare it as required for classified programs.

5. TAILORING AND OTHER CONSIDERATIONS

The NAVAIR Generic OTPS RFP contains all of the elements necessary to define a generic Request For Proposal (RFP). However, the specific needs of each program will require tailoring of some elements.

Provided below are information and instructions for tailoring the NAVAIR Generic OTPS RFP. This is necessary for those sections which either could not be standardized or that warrant special attention to ensure compatibility with any particular program requirements. It is incumbent on all those making use of the NAVAIR Generic OTPS RFP to be familiar with and understand the contents of the entire package.

5.1 Contract Sections

The PCO will review all standard clauses and provisions required, especially the ones that go in Sections H, J, K, L, and I. Sections B-M will need to be thoroughly checked after the PCO has

processed the Procurement Request (PR) into an RFP to make sure all the related requirements of the NAVAIR Generic OTPS RFP are still included.

5.1.1 Special Topics – These topics are not part of the RFP, but are topics that must be addressed before the solicitation is released and, in some cases, during the performance of the contract.

- (a) CASS Implementation Plan (CIP) - Draft and coordinate inputs to the PMA260 CIP. The CIP is used to determine the CASS and OTPS quantities required to test the UUTs at each Fleet location. The CIP POC is Brian Cervenak, PMA260, (301) 757-6864.
- (b) Funding - Field Activity funding is required to provide support for tailoring the NAVAIR Generic OTPS RFP, reviewing contract deliverables, participating in program reviews and for site standup, including spare parts, special tools, etc. Ensure AIR-6.6.4.9 is budgeting APN-6 (spares) and necessary O&MN. Calibration is not normally required for an OTPS, although some OTPSs may require calibration (i.e. OTPS Optics).
- (c) System Problem Reports (SPRs) - Ensure that the SPR process is clearly understood, and ensure that a contractual method exists to fund implementation of SPRs. The NAVAIR Generic OTPS RFP must include the necessary SPR contract line items. The CASSTRAC POC at NAWCADLKE is Bonnie Adams (732) 323-7759.
- (d) TECHEVAL - If TECHEVAL is required, the duration can vary depending on the program. Contact Darrell Warner at the Naval Air Warfare Center-Aircraft Division, (301) 995-6444 concerning scheduling TECHEVAL requirements. Verify that NAVAIR Patuxent River is funded for the OTPS program.
- (e) TPS Assessment Team Procurement check list - The PM/Weapons System IPT will provide/present the information identified in Enclosure (5) of NAVAIR INSTRUCTION 13630.2D prior to procurement initiation.

5.1.2 Contracts Sections A-M

- (a) Section A - Standard Form 33, prepared by PCO (not provided by PMA-260).
- (b) Section B - Enter number of pilot production and production units in the appropriate line item. If additional contract line items are required, they must be entered in Section B. For example, if the Contractor were to buy the UUTs as part of the OTPS development contract, this would be added as a line item in Section B. In the System Problem Analysis (SPA) line item, under the 'Quantity' column, enter the maximum number of man-hours (Contractor's) that you are willing to pay to the Contractor for resolving system problems. The default quantity in the NAVAIR Generic OTPS RFP will be acceptable for most cases.
- (c) Section C - Any additions or deletions in Section B would need to be reflected in Section C. For example, if the contractor were buying the UUTs, as in the example for Section B above, then this would need to be described in Section C.

- (d) Section D - No tailoring
- (e) Section E - No tailoring
- (f) Section F - Tailor delivery schedule to meet contract requirements. If you need delivery within 24, 30, or 35 months, you must tailor this section to meet those requirements.
- (g) Section G - No tailoring
- (h) Section H - Any special contract requirements not covered in any other sections go in this section. Remember to fill in the blanks "Pilot Production Approval" and also, if you make changes to the line item numbering scheme in Section B (where it says "See Section H"), you must also make corresponding changes in Section H. Check with your PCO to make sure all provisioning line items are there (especially for parts). In Section H3, tailor Government Furnished Property (GFP) made available to contractor. In Section H4 (UUTs), fill in the appropriate date (Contract Award, number of days after contract award, etc.) when the Government will furnish UUTs to the Contractor, if units will be GFE. Attachment 1 (SOW) will also need to be tailored to address the following topics.
 - 1. CASS Configurations - Determine the CASS configurations/quantities required to test the UUTs. The use of the CASS SSM is the best approach to determine the CASS configuration needed. Contact Salvatore Licci, NAWCADLKE, at (732) 323-7734, for a current copy of the SSM data input sheets.
 - 2. CASS installation - If integration is to be performed at the contractor's facility, ensure that funding is available for CASS installations, maintenance and repairs.
 - 3. UUT Data - Ensure adequate source data on UUTs is available and determine its quality. Contact the cognizant Weapons System FST to determine the adequacy of the source data. If the UUT source data is not adequate for a competitive procurement, a sole source or organic procurement may be required.
 - 4. UUT Availability - Ensure that two sets of UUTs are available for delivery to the OTPS developer in accordance with program schedule requirements (the UUTs should have been identified to be CASS OTPS candidates through a Level of Repair Analysis, (LORA)). For Direct-to-CASS OTPS procurements, UUTs may not be available in Government inventory. In such cases the Weapon System PMA will be required to provide/procure two each of the UUTs. This information must be included in the Government Furnished Equipment (GFE) section of the RFP.
- (i) Section I - Your PCO will incorporate all required contract clauses. Deferred ordering of technical data or computer software is very important, so be sure you tell your PCO to include.

- (j) Section J - Addition or deletion of exhibits, attachments, or appendices would require corresponding additions or deletions in this section.
- (k) Section K - Your PCO will complete this section.
- (l) Sections L (CASS Ancillary) - Ensure that Section L requests the Offerors to identify and justify the use of existing CASS Ancillary items. If the Offeror does propose CASS Ancillary items, his proposal must provide a technical and economic justification for the use of CASS Ancillaries. Prior to completion of proposal review, the Acquisition Team Leader must coordinate with PMA-260D37 for availability (schedule, location, quantity) of the required CASS Ancillary items. If a CASS Ancillary is not available, the offeror must be advised before completing proposal evaluations.
- (m) Section M - Ensure that section M is in line with Section L, Proposal Requirements. Sections L and M must be in agreement with the acquisition plan and source selection plan to include the evaluation criteria and any minimum requirements or qualifications. The NAVAIR Generic OTPS RFP has been designed for a "Best Value" award as opposed to an award to the lowest cost technically acceptable offer. It is recommended that a source selection plan be prepared and approved by the PCO prior to tailoring sections L and M. This would ensure that everyone has a clear understanding of the procurement. Prepare a cost estimate for used during source selection as an aid in determining a fair and reasonable price.

Note: You can tailor the number of pages in the proposal if it is appropriate for your procurement, but consider the technical risk when determining the number of pages.

5.1.3 Exhibits

Tailor addressee list, number of copies, and delivery schedules to meet program requirements. Keep the number of CDRL items and addresses to a minimum. Block 16 is reserved for tailoring the data deliverable. Select the appropriate Distribution Statement, Government review times, and Contractor time for submission of revisions. The SETL or PM should contact the activity responsible for reviewing and approving the deliverables to ensure the correct review times are applicable. Remember, when there is a CDRL addressee change in block 14, then the corresponding change needs to be documented in Attachment 7.

5.1.4 Attachment 1

5.1.4.1 Engineering

The following SOW paragraphs should be tailored to the particular program needs:

- (a) 1. - Identify the Aircraft or Weapons System this OTPS will support.
- (b) 2.1 - Determine which specification to use, CASS or RTCASS.

- (c) 3.1 - Identify whether an APMSE or other technical representatives will be at the Contractor or subcontractor's facility to monitor Contractor's technical efforts.
- (d) 3.2.2.3 - Delete if it is determined C/SSR will not be required.
- (e) 3.5.13.4 - Select Type Equipment Code from list in User's Guide.
- (f) 3.12.1 - Select appropriate statements concerning UUT Source data.
- (g) 3.12.2 - Select between Government or contractor supplied UUTs.
- (h) 3.12.4 - Select appropriate statements concerning CASS installation

5.1.4.2 Logistics

The following is provided as a checklist for those involved with tailoring the logistic portions of the NAVAIR Generic OTPS RFP:

- (a) Select the type of TPS to be procured (I-level, D-level, or combination of I & D-level)
- (b) Consider Lot complexity and OTPS logistics support requirements, and then add any additional tasks required for each specific project (FMEA-equivalent, LORA, CMRS, training, facilities, etc.).
- (c) Review and revise the CDRLs. Add any additional CDRLs (LORA, SAIP, Facilities Plans, CMRS, etc.). Review the scheduling, delivery information, distribution addresses, and number of copies required. Please review the individual DIDs to further tailor any requirements for each logistics support product.
- (d) A Maintenance Plan (LSA-024) shall be generated for the top level OTPS. The individual Operational Test Program Hardware (OTPH) elements (i.e., IDs, Fixtures, Cable Sets, etc.) shall be sub-indented within the OTPS Maintenance Plan.
- (e) Add appropriate Distribution Statements per Attachment 8.
- (f) The following Type Equipment Codes (TECs) shall be assigned to all CASS OTPSs based on the platform providing the in service support for the OTPS at MSD. In the event the OTPS will support more than one platform the lead platform TEC shall be assigned. After TEC assignment, the APML will provide all required information to SPAWAR in accordance with OPNAV 4790.2.

CASS OTPS TECs

H-60	S5YB
E-2	SDYB
EA-6	SCYB

AV-8	SVYB
F/A-18	SWYB
S-3	SUYB
T-45	SLYB
V-22	S7YB
EW	GSYB

- (g) Consider the location of the ILSMTs. It may be convenient to hold the ILSMT at the contractor's facility; however there are advantages to combining the ILSMTs with other OTPS procurement lots. A few advantages to combining ILSMT meetings are standardization, incorporation of lessons learned, and minimizing of travel requirements.
- (h) If there is a possibility of depot-level repairables (even with an I-level maintenance concept), then additional packaging requirements must be incorporated into Attachment 1 (SOW).
- (i) If there is a possibility for Calibration Requirements, then the SOW, CDRLs and TMCR should reflect the requirement for a CMRS.
- (j) APPENDIX A - If the Government has a proposed OTPS grouping then identify those groupings in Appendix A of Attachment 1. Also, fill in the number of UUT faults required for insertion by the contractor during integration. Fault requirements are to be based on the following for all UUTs:
 1. WRA Faults - Shall be six times the number of SRAs plus 0.2 times the number of discrete chassis mounted components/parts, with a minimum of 25 and maximum of 100 faults inserted (non-rehost).
 2. SRA Faults - Shall be 0.2 times the number of electrical and electronic components/parts in the SRA, a minimum of 25 and maximum of 100 faults inserted (non-rehost).
 3. OTPH Self-Test Faults - Shall be six times the number of SRAs plus 0.2 times the number of discrete chassis mounted components/parts, with a minimum of twenty-five faults inserted.

In all cases, the SETL/PM should review the number of faults to be inserted during integration/PPAT for program cost impact. If the SETL/PM determines that the number of faults to be inserted will have an adverse impact on program costs (i.e., cost too much), then the total number of faults may be reduced. Remember that reducing the number of faults to be inserted during integration/FAT may reduce the validity of the FAT and the viability of the delivered OTPS. (It is not a good practice to reduce the number of faults the contractor is to insert during integration.

In addition, review the current Maintenance Plan and the SM&R codes for any Offload program to determine the maintenance philosophy for the UUTs. Add the UUT maintenance requirements to

this section. It is very important to structure your ambiguity callout requirements, identified in Attachment 2, to match the current maintenance philosophy.

Note: If you anticipate complex OTPH, then consider adding a CDRL for Configuration Status Accounting and the appropriate words in the SOW.

5.1.5 Attachment 5, Technical Manual Contract Requirements (TMCR)

Attachment 5 is left blank as a placeholder. A TMCR must be requested from NATEC CASS Logistics Element Manager, Code 6.8. The TMCR is only valid if a TMCR number has been assigned by NATEC.

5.1.6 Attachment 6, Provisioning Statement of Work (PSOW)

Attachment 6 is left blank as a placeholder. A PSOW must be requested from NAVICP, Code 03621. POC is Nancy Salkowski (215) 697-2782. The PSOW is only valid if obtained from NAVICP.

5.1.7 Attachment 7, Addressee List

Enter addresses for all addressees listed on DD Form 1423 (CDRLs) to identify destination of data deliverables.

5.1.8 Attachment 8, Technical Documents Distribution Statements

Tailor distribution statement to meet contract needs. Distribution statements are required on all deliverable technical documents. Distribution statement markings are distinct from, and in addition to, security classification markings.

During TPS/OTPS development, all deliverable production, engineering, logistics, and scientific and technical information, regardless of its medium, physical form, or characteristics, including preliminary and working drafts, shall be marked with a distribution statement. This includes technical reports, blueprints, drawings, technical orders, technical manuals, plans, instructions, computer software, viewgraphs, film, technical papers, photographs, etc.

The SETL/PM must assure that the appropriate "requiring office" as annotated in block 6 of the CDRL data items is listed in the addressee code listing Attachment 7. This address is to be inserted in each of the distribution statements.

OPNAVINST 5510.1H, Exhibit 12B and OPNAVINST 5510.161 provide distribution statement and warning notice requirements. These documents should be provided to the contractor as an attachment to the contract entitled, "Technical Document Distribution Statements."